

IC Training Centre

Conflict of Interest Policy

Purpose

This policy aims to draw attention to the possibility of conflicts, minimise or prevent the conflict occurring, and manage conflicts that have arisen.

Introduction

The overriding aim of IC Training Centre is to deliver qualifications that meet the needs of its learners. The policy aims to reflect the fact that staff and students may be involved in a variety of activities and seeks to maintain the integrity of its qualifications as well as their own integrity.

This policy is relevant to all staff and students engaged in the development, delivery, assessment or awarding of qualifications and any person who can potentially influence the outcomes.

When a conflict or potential conflict is identified by anyone involved in decisions of delivery, development, assessment or promotion of the qualifications, attention should be drawn to it. Individuals should always disclose an activity if they are in doubt about whether it represents a conflict of interest.

Recognising Conflicts

IC Training Centre acknowledges that it is not always possible to pre-empt when a conflict of interest is likely to arise, so this policy cannot cover every eventuality. Generally, there will be a conflict of interest if an individual's interest and/or loyalties conflict with any of the functions of the college.

IC Training Centre will ensure that all staff and associates involved in decisions on the standards and the individual work of learners will have no personal interest in the college centre or learner.

All staff and associates are required to sign a declaration stating any potential Conflict of Interest that has or may occur especially in assessment and internal verification.

Responsibilities

It is the responsibility of all persons involved in the development, delivery and assessment and verification of qualifications and other associated activities to

- conduct their activities so that the aims of IC Training Centre are implemented
- ensure that they make their role clear and separate this from their other functions, as far as is possible
- monitor their activities, so as to maintain the integrity of the qualifications
- recognise and report any potential or existing conflict

Anyone involved in any way in the development and delivery of the qualifications must inform IC Training Centre if

- they are closely related to, or are teaching/training any learner who is preparing for a form of assessment
- they are related to any person who is a director, employee or contractor of the various awarding bodies that accredit IC Training Centre; or
- their work for IC Training Centre would be affected by a personal interest or personal association in any other way

Managing Conflicts

In most cases, it is envisaged that simple measures will be enough to manage conflicts of interest. It may be that the activity can be managed differently so that conflicts of interest are avoided. In circumstances where the conflict of interest is fundamental and unmanageable, will an individual be prevented from undertaking specific activities.

Monitoring the Policy

The policy and procedures will be reviewed yearly, to ensure that it is fit for purpose and that it reflects the types of conflicts that may arise, and how those conflicts are managed.

Conflict of Interest - Procedure

The procedure for reporting and managing potential or existing conflicts is as follows:

1. Declare Interest

Individuals are to declare identified potential or actual conflict to the management of IC Training Centre.

2. Resolution of Conflict

In some cases simple measures can be put in place – for example the individual agrees that they will not be involved in making decisions. In other cases a discussion will be needed to reach a decision about how the conflict will be managed.

The circumstances of the disclosure will dictate who is involved in the discussion.

3. Decision

Normally it will be sufficient to:

- gain an undertaking from the individual to conduct their responsibilities so that the integrity of the qualifications are maintained, as well as their own integrity
- reorganise activities and/or key functions so that the conflict is mitigated

If neither of the above steps is possible, another solution must be agreed. The solution should be in proportion to the nature of the conflict; in extreme circumstances, activities may need to be monitored or even restricted. The decision as to how the conflict is managed is final. All potential conflicts of interest will be recorded and monitored using the template below. This potential conflict of interest register will be overseen by the Centre Manager.


6/11/23

Register of potential conflict of interest

Person Raising Issue	Date	Nature of potential conflict	Actions to be taken	Outcome